



Moving and Handling Policy

Principles, processes and practice outlining our college community's commitment to managing the risks associated with moving and handling people and loads

Adopted: 18th October 2016

Signed:

Last reviewed: 24th December 2019

To be reviewed: October 2021

Introduction

This policy outlines the principles, processes and practice of Chatsworth Futures in managing and mitigating the risks associated with the moving and handling of people and loads. It is written according to legislative guidance and within the spirit of the College's ethos focused on the preservation of the health, safety and dignity of Learners and members of staff.

Many Learners at Chatsworth Futures require physical support in a variety of areas including personal care needs, hygiene, accessing therapeutic facilities and physical intervention as part of a behaviour support programme. Similarly, a significant proportion of Learners in the College experience some degree of impairment in their mobility and require support in accessing locations and activities both within the College and in the local community. In order to ensure that this support is provided in a healthy, safe and dignified way all members of staff and volunteers working within the College are obliged to operate within the guidance described in this policy.

Ethos

At Chatsworth Futures we are committed to managing and mitigating the risks associated with the moving and handling of people and loads. We are committed to reduce the risks associated with manual handling to a minimum by implementing measures such as the avoidance of hazardous manual handling and the adherence to safe systems of working.

We recognise the importance of adhering to National Health & Safety legislation and subscribe to Salford Local Authority's guidance which states that the Health & Safety At Work Act (1974) and the Manual Handling Operations Regulation (1992: HSE 1992) must be carried out as instructed by the College's Moving & Handling Co-ordinators in order to promote the health, safety and dignity of Learners and staff.

Objectives

This Moving and Handling Policy is intended to consider all current and relevant issues, in a whole College context and is linked with other relevant policies including the College's Personal Care Policy, Safeguarding Policy and Behaviour Support Policy. This Moving and Handling Policy applies to all members of the College community including staff, Learners, volunteers, parents and carers, health professionals, social care colleagues and visitors. The procedures described within this policy must be followed at all times.

Practice

Basic Rules

The following rules will be adhered to at all times

- members of staff will work as stated in each Learner's moving and handling assessment as described in their Moving and Handling Flowchart. It is the responsibility of each member of staff to read and implement the contents of Learners' moving and handling assessment.
- members of staff must not manually lift any Learner except in an emergency. The procedure for the emergency evacuation of all Learners will be specified on the Moving and Handling Flowchart attached to each Learner's risk assessment.
- members of staff must not touch the controls of an electric wheelchair unless there is a clear and present need to do so.
- Learners who have personal care needs and are changed regularly must be handled safely and with attention to their individual needs and with respect to their dignity.
- in accordance with their individual care plan Learners must be positioned and repositioned regularly during lesson times to ensure their comfort and to enhance their opportunities to access learning resources and materials.
- risk assessments are to be conducted annually by the Moving and Handling Co-ordinators. However, risk assessment as a continuous process is the responsibility of all members of staff who must remain vigilant and mindful of the developing needs of Learners and of changes within the working environment.
- temporary or newly appointed members of staff will have access to this policy as part of their induction.
- The College's Moving and Handling Co-ordinator who is based at Chatsworth High School and Community College is
 - Ruth Christian
- members of staff are required to report any equipment that is faulty to the Moving and Handling Coordinator immediately via e-mail
- the Moving and Handling Coordinator will report this immediately via e-mail to
 - Beth Cocken and
 - Martin Hanbury
- members of staff must wear appropriate footwear when repositioning Learners.
- all hoisting requires a minimum of two members of staff.
- all injuries to any person must be reported immediately to a member of the Leadership Team.
- all unsafe practice must be reported immediately to the College's Designated Safeguarding Lead who is
 - Martin Hanbury

Supplementary Guidance

- the College's Moving and Handling Coordinator is appointed by the Governing Body.
- Learners' positioning needs will be assessed as a priority on request. The Moving and Handling Coordinator in conjunction with a member of the physiotherapy team will undertake assessments.
- Learners' risk assessments incorporate a Moving and Handling Flowchart which provides details of the required procedures for moving and handling.
- areas of the College with specific functions will be assessed for risk by a Moving and Handling Coordinator and a member of the physiotherapy team.
- the Moving and Handling Coordinator will train members of staff to the appropriate level as follows;
 - during induction
 - on receiving new responsibilities
 - on the admission of a new Learner
 - where any new equipment or work system is introduced
 - during refresher training which will be conducted annually
- the Moving and Handling Coordinator will liaise where necessary with the following professionals;
 - College nurses
 - Physiotherapy team
 - Occupational Therapist
 - Leadership Team
 - Learning disability nurse
- the Moving and Handling Coordinator will recommend and notify of the need for the purchasing, hiring and/or maintenance of equipment.
- if a member of staff becomes aware that she is pregnant, she should inform a member of the Leadership Team immediately to arrange a Risk Assessment.
- a programme for the supervision of new staff and the monitoring of established staff will be conducted on annual basis.

Conclusion

The importance of high quality practice in the area of moving and handling cannot be overstated. Compliance with this policy is therefore required of all members of our College community in order to ensure the health, safety and dignity of all parties.

Annexe

Important References

LOLER (1998): The Lifting Operations and Lifting Equipment Regulations (1998)

PUWER (1998): Provision and Use of Work Equipment Regulations (1998)